

# INDIAN HILLS FIRE PROTECTION DISTRICT

4476 Parmalee Gulch Rd.  
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Indian Hills, CO 80454  
Phone: 303-697-4568

## BOARD MEETING MINUTES

Wednesday, June 26, 2013

*The Minutes are intended to reflect the discussions that occurred and decisions that were made by the members; they are not intended to be a transcription of the meeting.*

### **MEETING ATTENDED BY:**

***Fire Protection District Board Members:*** Paul Pettit — President; Marc Rosenberg — Secretary; Ron Walton; Scott Kellar

***Fire Department Members:*** Emery Carson — Chief

***Non-Members:*** Anita Fritz — Bookkeeper; Karen Nelson — Recording Secretary

***Absent:*** Kelley Lehman (excused)

**MEETING CALLED TO ORDER AT: 19:02 Hrs.**

### **MINUTES:**

Mr. Rosenberg made a *motion* to waive the reading of the May Minutes, which was seconded by Mr. Walton and passed unanimously.

Mr. Rosenberg made a *motion* to accept the May Minutes as written. Mr. Walton seconded the motion, which passed unanimously.

### **TREASURER'S REPORT:**

#### ***Financial Reports***

Discussion moved to the financial reports. It was noted that adjustments had been made to the Executive Summary to remove budgets associated with all capital expenses so as not to skew the reports.

Regarding the Profit Loss Budget Performance spreadsheet, Mr. Carson explained that Fire Training Expenses (account #6090) was at 80% because of the cost of Mr. Case's fire investigation training.

Conversation moved to Checks. Ms. Fritz shared that check #12067 to the FPPA had been voided because she had paid the expense online. She then stated that check #12079 to Grazi Communications for \$1,876 was an old invoice from February that had been found at the post office. Brief discussion followed about check #12084 from Toussaint, Nemer & Coaty

for \$5,604.55. It was agreed that bills from the attorney would be reviewed by Board members each month for accuracy and to keep costs in line.

An additional check was written (#12087) to Alert Credit Bureau for \$20 for background checks of new members.

Discussion followed about credit card expenses. Mr. Carson explained that the \$875.00 charge to Randy's High Country Towing had been for bringing apparatus 349 back after it broke down at the Black Forest fire. Brief conversation also occurred about the auto renewal for Trend Micro Internet security. It was noted that such auto renewals need to be monitored.

Mr. Rosenberg made a *motion* to approve checks #12066-12087, excepting checks #12067-12068, plus automated payments, credit card expenses, and bank fees. Mr. Walton seconded the motion, which passed unanimously.

#### **DEPARTMENT/OFFICERS' REPORTS:**

##### ***Fire Marshal — Randy Rudloff***

Not present. No report submitted.

##### ***Chief — Emery Carson***

A report was distributed and various items were discussed. Mr. Carson began by stating that the District had been awarded both the EMTS and Homeland Security grants. Mr. Carson explained that the EMTS grant is a 50% match and would require \$5,800 of District funds to purchase various EMS equipment. The Homeland Security grant, he continued, will provide for new radios and require \$12,000 of District funds (a 21% match).

Mr. Kellar was quick to clarify that the city and county of Denver, who administers the grant, will do the purchasing and issuing of the radios. The District cannot purchase the items itself. An IGA will be needed with Denver, he added.

Mr. Carson moved on to the next item in his report stating that the paperwork had been received from Jeffco Schools to move forward with the lot line adjustment. He said that he anticipated it being finalized by the end of August. Discussion followed about the need to speak with the mortgage company that financed the house purchase since the lot size will be decreasing in size.

Regarding the build-out for the new tender, Mr. Carson said that Rosenbauer has been chosen as the vendor. The cost of the build-out is roughly \$145,000, although details are still being finalized, he added. Conversation ensued about the fact that the cost of the chassis and build-out are now approximately \$60,000 more than the bank had initially been told. In addition, it was discussed that \$1,200 would need to be spent to move the fuel and air tanks, and approximately \$3,500 would be required to move the chassis from its present location in California to Rosenbauer in South Dakota.

Mr. Rosenberg made a *motion* to select Rosenbauer as the build-out vendor and spend \$1,200 to move the fuel and air tanks on the chassis. Mr. Walton seconded the motion, which passed unanimously.

It was agreed that financing would have to be finalized in the future.

Discussion turned to the dates for Firewise community slash collection. Mr. Kellar announced that the August dates that the District had been hoping for were not possible. Conversation followed about additional options for how to logistically accomplish slash collection in Indian Hills. No decisions were made.

Mr. Carson next announced that the Fourth of July fireworks had been cancelled. It was agreed that it was a prudent decision, given the recent wildland fires. Mr. Carson also stated that a Stage 2 fire ban would soon be going into effect in the area.

Regarding wildfires, Mr. Carson said that \$6,500 had been brought in on wildfires. He explained that the District had been reimbursed for truck usage. Personnel are reimbursed directly from the Federal government.

Mr. Carson turned conversation to an update on the lawsuit with Fire Trucks Plus. He explained that the owners had been served and the attorney had filed the disclosure the previous Monday. The defendants would have until July 15 to answer, he said.

Mr. Carson concluded his report by summarizing the calls for the month, which totaled 23 to date.

As an aside, discussion occurred about the fact that the fire department property insurance deductible has been raised to \$500 and the need to insure the chassis/cab before moving it. After it is relocated, it was agreed that insurance could be procured for the full value of the apparatus.

***Assistant Chief — Marc Rosenberg***

Present; no report submitted.

***Fire Captain — Scott Case***

Not present; no report submitted.

***EMS Captain — Bob Fager***

Not present; no report submitted.

**OLD BUSINESS:**

***Communications System***

Mr. Pettit shared that the shed had been erected at the Mt. Lindo site. He stated that he was working on the electrical and should be done in the next ten days. The equipment was now running cooler, he reported. In addition, a combination box holding a key had been installed, he added.

***Firewise Update***

While discussion had already occurred on the topic, concern was expressed about the risk of talking but taking no action. It was agreed to book a date in October for slash collection but

ask that the District be contacted if any cancellations occurred beforehand. Brief conversation followed about the challenges of the project.

**NEW BUSINESS:**

***Sale of Noble House***

Mr. Rosenberg stated that a new member of the Department had expressed interest in purchasing the Noble house. The member has the down payment and loan pre-approval, Mr. Rosenberg added. Conversation followed about how the house sale should be handled since it involves public monies. It was also noted that the house can't be sold until the lot line adjustment has been finalized. Until then, there is no legal description. It was agreed that some research needs to be done regarding what responsibilities the District has in marketing the house and in transparency issues related to the sale.

***Medicare Ambulance Billing Policy***

A handout was distributed providing options for a policy regarding Medicare patients who are transported to the hospital by ambulance but don't meet Medicare's strict definition of medical necessity. Lengthy conversation followed. Board members concurred that they didn't want to place the burden of determining Medicare medical necessity on the Department's responders. It was agreed to send a proposed policy to the attorney for review.

***November Election Participation***

Mr. Pettit said that he had received a letter from the County asking if the District had any issues for the November election. Discussion occurred about the possibility of asking for a bond issue to finance the new station. It was agreed that the topic would be discussed in more detail at the next month's Board meeting.

**EXECUTIVE SESSION:**

Mr. Rosenberg made a *motion* to call an Executive Session at 20:50 per CRS 24-6-402 to discuss personnel issues. Mr. Walton seconded the motion, which passed unanimously. All meeting attendees stayed in the room as the issue directly affected them. Recording commenced using the District's recorder.

Mr. Rosenberg made a *motion* to adjourn the Executive Session. Mr. Walton seconded the motion, which passed unanimously.

**REGULAR SESSION:**

Mr. Pettit called the regular session back to order at 21:05.

Mr. Rosenberg made a *motion* to make Ms. Nelson a part-time employee of the District with the same hourly pay and no benefits. Mr. Walton seconded the motion, which passed unanimously.

In further personnel news, Mr. Carson announced that Ms. Walton would be taking over cleaning duties at the station. Conversation followed about whether independent contractors should be covered by the District's workers' compensation. A question was also raised about whether Mr. Rudloff has his own policy.

***Audit Proposals***

Ms. Fritz said that she had received audit proposals from three companies ranging from a low of \$4,000 to a high of \$5,700. Discussion followed, with the Board reviewing all proposals.

Mr. Rosenberg made a *motion* to hire Valentine Seevers & Associates to handle the District's audit. Mr. Walton seconded the motion, which passed unanimously.

***Chief Review***

It was noted that Mr. Carson's annual review is due in August. The Board briefly discussed how it would be conducted and agreed to formulate a plan at the next month's Board meeting.

**ADJOURNED AT: 21:27**

There being no more business to discuss, Mr. Rosenberg made a *motion* to adjourn the meeting, which was seconded by Mr. Walton and passed unanimously.

*President:*

*Secretary:*

**MOTIONS MADE AND PASSED:**

- To waive the reading of the May Minutes. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To accept the May Minutes as written. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To approve checks #12066-12087, excepting checks #12067-12068, plus automated payments, credit card expenses, and bank fees. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To select Rosenbauer as the build-out vendor and spend \$1,200 to move the fuel and air tanks on the chassis. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To call an Executive Session at 20:50 per CRS 24-6-402 to discuss personnel issues. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adjourn the Executive Session. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To make Ms. Nelson a part-time employee of the District with the same hourly pay and no benefits. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To hire Valentine Seevers & Associates to handle the District's audit. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*
- To adjourn the meeting. *Motion made by Mr. Rosenberg; seconded by Mr. Walton; unanimous.*